



MANAGEMENT ASSISTANT

The U.S. Embassy in Apia invites applications from all interested candidates for the full-time position of Management Assistant. This position acts as the Office Manager and oversees all administrative functions and provides supervision and training to six staff in the Embassy.

All applicants must have successfully completed secondary school, with 2 years of additional study in Business Administration, Management, Bookkeeping, Finance, Accounting, Human Resources, Marketing or Liberal Arts. Applicants must have 5-7 years of office management experience of which there must be at least 2-1 years of supervisory experience. Applicants must be fluent in English and Samoan, and have the ability to work independently, display initiative, and have excellent interpersonal skills. This vacancy is open to all interested candidates including U.S. veterans and eligible U.S. citizens. The starting salary for this position is WST\$35,082 plus allowances of WST\$7,076 per annum.

A copy of the full job description and person specifications is available at http://samoa.usembassy.gov/job_opportunities.html

All employees of the US Government are required to complete full medical and security background checks.

To apply, please complete and submit the Universal Employment Application (UEA) form available from the Embassy website http://samoa.usembassy.gov/job_opportunities.html

Applications close at 4.00pm on Friday, 25 November, 2011.

Address correspondence to:

US Embassy Apia
Admin Asst
P.O. Box 3430
APIA

Please include "Management Asst" at top left hand corner of envelope.

or

Email: Wellington.HR@state.gov